

**U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
RECRUITING BULLETIN**

ISSUE DATE: December 19, 2012
CLOSING DATE: January 24, 2013

Recruiting Bulletin No. 31-13-8000-HO2-E
Denver Regional Office
Denver, Colorado

POSITION: Temporary Field Leader

GRADE: GG-0303-05

SALARY: \$16.92 - \$21.91 per hour

POSITION: Temporary Field Supervisor

GRADE: GG-0303-06

SALARY: \$18.86 - \$24.51 per hour

(Applicants must submit a separate application for all grade levels and locations for which you want to be considered.)

NUMBER OF POSITIONS: Few

LOCATION OF POSITIONS: Field Supervisor Area – the following locations in **Texas:**
Parts of Harris County North of Interstate 10 (I-10) but outside are
contained within Interstate 610 (I-610). See Map at the end of this Bulletin.

PROMOTION POTENTIAL: This position has promotion potential to the target grade level of GG-06. You may be promoted to the next higher grade without further competition when all statutory and regulatory requirements have been met, performance is satisfactory and promotion is recommended by the supervisor. Promotion to the next higher grade is not guaranteed.

EXCEPTED SERVICE APPOINTMENT: Temporary, Not-To-Exceed (NTE) – 09/21/2013

WORK SCHEDULE: This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

WHO MAY APPLY: All U.S. Citizens who reside in the Area of Consideration. **NOTE:** Your home address on your application **MUST** be in the Area of Consideration to be eligible.

AREA OF CONSIDERATION: Field Supervisor Area – the following locations in **Texas:**
Parts of Harris County North of Interstate 10 (I-10) but outside are
contained within Interstate 610 (I-610). See Map at the end of this Bulletin.

DUTIES:

Field Leader – GG-05

The incumbent performs Field Leader activities providing guidance and instruction to Field Representatives (FRs) within an assigned program area. A Field Leader assists in conducting group-training sessions (both initial and replacement) for Field Representatives using verbatim training guides, instructing them in interviewing procedures. Performs systematic, initial and special needs observations. Does re-interviews as a quality control measure. Converts non-interviews (including refusals) by both telephone and personal visit, using skilled interviewing and probing techniques to obtain required data. The Field Leader, with supervisory approval, will reassign cases as needed within the team. On a continuing basis, the incumbent provides direct on-the-spot advice and guidance to the

field staff. Provides assistance with both general and specific problems (including on-the-job training) and serves as a troubleshooter.

Field Supervisor – GG-06

The incumbent performs field supervision activities for field staff within an assigned program area. The Field Supervisor provides guidance to assigned field staff on interviewing techniques and interview matters. The Field Supervisor duties include reviewing performance, writing performance evaluations and initiating performance and conduct based actions. The Field Supervisor is responsible for making assignments and reviewing the performance of subordinates. A Field Supervisor assists in conducting group-training sessions (both initial and replacement) for field staff, using verbatim training guides and instructing them in interviewing procedures. Does re-interviews as a quality control measure. Also may be assigned a varying number of non-interviews referred by the regular interviewing staff. Converts non-interviews (including refusals) by both telephone and personal visit, using skilled interviewing and probing techniques to obtain required data.

QUALIFICATIONS: One year of specialized experience equivalent to the lower grade level in Federal service. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of a Field Supervisor and which is typically in or related to work of the position to be filled.

Grade 5:

Specialized Experience is described as: One year of specialized experience equivalent to the grade 4 level in the Federal service in: (1) conducting surveys, (2) interviewing clients, respondents, and customers to gather and obtain data in person or by telephone; and (3) operating a personal computer to collect data and generate reports.

OR

Education: Successful completion of four years of education in any field above high school. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

OR

An equivalent combination of education and experience:

- When combining education and experience to meet this requirement, only education in excess of the first 60 semester hours is creditable.
- You **MUST** submit a copy of your college transcripts or a list of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 6:

Specialized Experience is described as: One year of specialized experience equivalent to the grade 5 level in the Federal service in: (1) conducting surveys, (2) interviewing clients, respondents, and customers to gather and obtain data in person or by telephone, (3) operating a personal computer to collect data and generate reports and (4) completing work assignments in accordance with production or progress standards.

There is no substitution of education for specialized experience at this grade level.

Applicants must meet all qualification requirements by the closing date of this announcement.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience and/or education. Also, **candidates must complete and submit the form attached to this announcement**, addressing how they meet the Evaluation Criteria.

HOW TO APPLY: Each applicant must submit a separate completed application consisting of

1. A resume, or an Optional Application for Federal Employment (OF-612), or Census Employment Inquiry (BC-170) for each grade level. List your work duties and accomplishments relating to the job for which you are applying. (**Applicants must submit a separate application for all grade levels and locations for which you want to be considered.**)
2. The **Completed Evaluation Criteria Form** contained in this announcement.

3. External applicants are required to take and pass a written exam, a short mock interview, and a scored structured interview. Applicants who are being considered for this position will be scheduled for testing at a later date.

The following information needs to be included on a resume, OF-612, and/or BC-170 to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **Failure to provide this information may result in loss of consideration.**

- Recruiting Bulletin number, title, and lowest grade acceptable. If you do not indicate a grade level on your application, you will be considered for the lowest grade advertised.
- Full name, mailing address (*including zip code), the county/parish you reside in, day and evening phone numbers (with area code).
- E-mail address if available.
- Country of citizenship (this Federal job requires U.S. citizenship).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations.
- Complete application package must be received by the close of business (**5:00 p.m. MST**) on the closing date of the announcement and submitted by mail or e-mail.

Mailing Address: Bureau of the Census,
Denver Regional Office
6950 W. Jefferson Avenue – Suite 250
Denver, CO 80235
Attention: ADMIN/AHS FS Applications

E-Mail Address: DenverROFSApps@census.gov

For further information on this vacancy, contact

**Michael Collins and/or Debbie Lemmon at
800/852-6159 or 720/962-3740.**

CONDITIONS OF EMPLOYMENT:

1. Must be willing to travel throughout all parts of the Field Supervisor Area on short notice.
2. Must be willing to work days, evenings and weekends.
3. Must be willing to accept all assignments.
4. Must establish and maintain a safe work environment in their residence.
5. Must have a Wired Broadband Internet Connection at your work duty station to access the Census Network environment to complete your work assignments. If Wired Broadband Internet is not available in your area, you must be able to connect to a cellular network.

OTHER IMPORTANT INFORMATION

- All eligibility requirements must be met by the closing date of the announcement.
- You must be 18 years old.
- You must pass a background check.
- If selected, male applicants over age 18 who were born after 12/31/59 must confirm their selective service registration status. Certification forms will be available at the testing session.

- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application.
- Former federal employees who received a Voluntary Separation Incentive payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be **REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION.** If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin to work; or you may be fined or jailed.

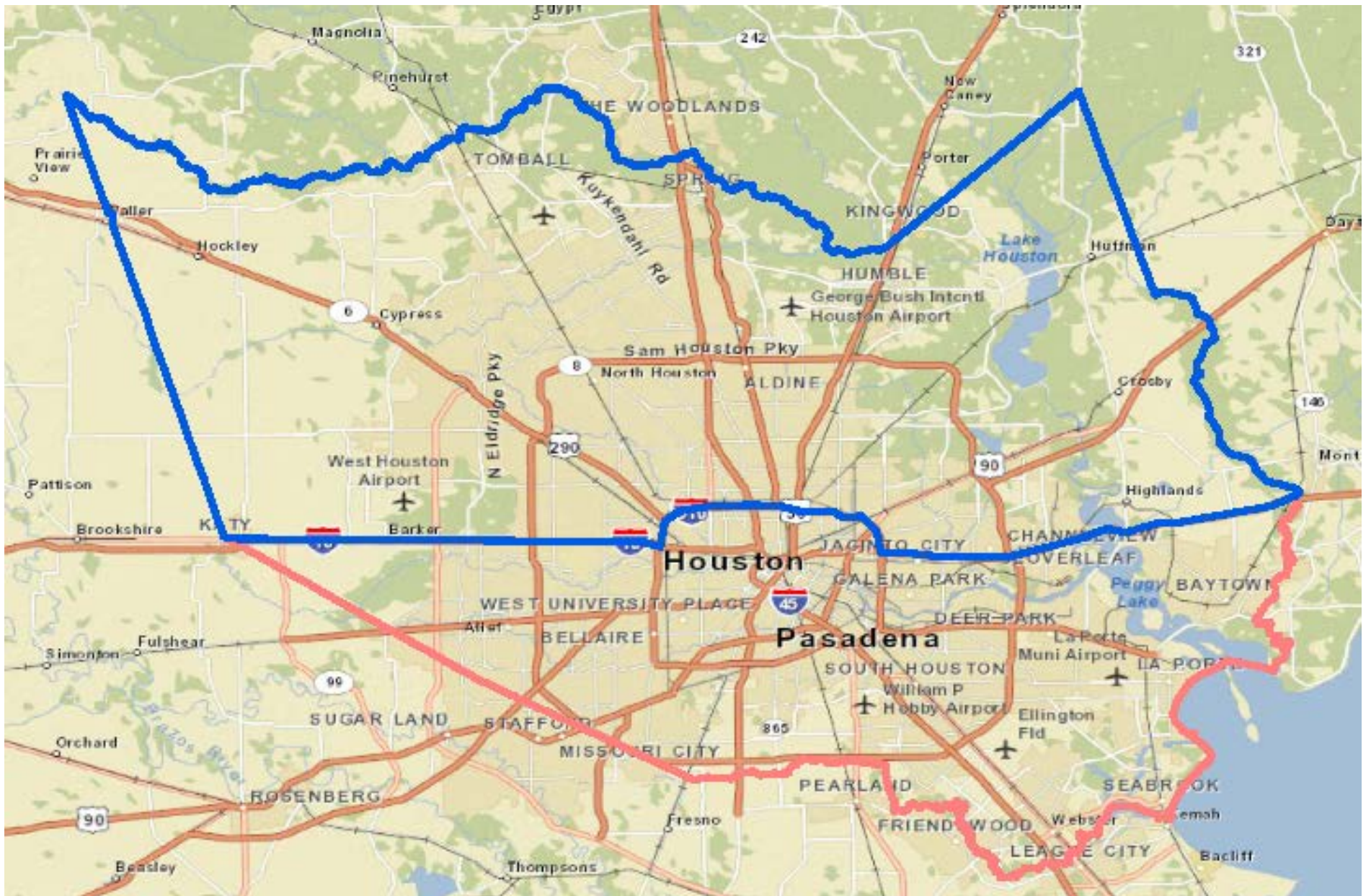
THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY AT **720/962-3740**. THE DECISION ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE-BASIS.

**THE DEPARTMENT OF COMMERCE, U.S. CENSUS BUREAU
IS A EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THE U.S. CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NONMERIT FACTOR.

Field Leader/Supervisor Evaluation Criteria		
Applicant's Name: _____	Vacancy Announcement #: _____ Grade Applying For: _____	Score (for office use only)
<p><u>CIRCLE THE ANSWER</u> that best matches your experience in Column A. <u>INDICATE WHERE THIS EXPERIENCE IS</u> documented in your resume in Column B.</p>		
Column A	Column B	
1. How many employees have you supervised? Supervisors plan, schedule, and direct work. They evaluate work performance and ensure that subordinate staff complete work in accordance with standards. A. Supervise 7 or more employees B. Supervise 4 to 6 employees C. Supervise 3 or fewer employees or Lead 2 or more employees D. My experience is less than what is described		
2. Circle all activities for which you have been responsible. A. Training employees B. Assign work to employees C. Provide guidance to employees on work and administrative matters D. Evaluating performance E. Disciplining and/or terminating employees F. Approving payroll and leave G. None of the above.		
3. What experience do you have leading a survey data collection? A. I have led a geographically dispersed team that collected data through interviews in an area characterized by linguistic isolation, gate communities, and/or urban inner cities. B. I have led a geographically dispersed team that collected data through interviews. C. I assisted a supervisor who led a geographically dispersed team that collected data through interviews. D. I have worked for a survey or data collection operation. E. My experience is less than what is described above.		
4. I have experience demonstrating the ability to work under pressure in a fast-paced environment with the ability to perform multiple tasks supporting various staff members. A. Yes B. No		
5. Which one of the following best describes your experience reviewing production and progress reports to pinpoint errors or problems and take corrective action? A. I have implemented corrective action after reviewing production and progress reports. B. I have recommended corrective action after reviewing production and progress reports. C. I have reviewed production or progress reports to determine problems. D. My experience is less than what is described above.		

Field Leader/Supervisor Evaluation Criteria		
Applicant's Name: _____	Vacancy Announcement #: _____ Grade Applying For: _____	Score (for office use only)
<p><u>CIRCLE THE ANSWER</u> that best matches your experience in Column A.</p> <p><u>INDICATE WHERE THIS EXPERIENCE IS</u> documented in your resume in Column B.</p>		
Column A	Column B	
6. Select the option that best describes your experience communicating with others. A. Experience accurately explaining and clarifying non-routine information and ideas to others through own initiative to promote operational efficiency. B. Experience accurately conveying non-routine information to others upon request. C. Experience accurately conveying standard, routine information to others upon request. D. I do not have any experience as described above.		
7. Do you have experience reporting problems and corrective actions to employees at multiple levels within an organization? A. Yes B. No		
8. Have you served as a liaison between two or more organizations? A. Yes B. No		
9. Have you conducted interviews / re-interviews for a survey or data collection for an organization? A. Yes B. No		
10. Do you have experience convincing reluctant respondents to participate in surveys or censuses for an organization? A. Yes B. No		
11. Do you have experience handling large volume of work while using numerous guidelines, materials, and various programs to conduct a survey? A. Yes B. No		
12. How many demographic surveys have you conducted interviews for? A. 5 or more B. 3 or 4 C. 1 or 2 D. None		



Area HO2 – Parts of Harris County, North of I-10 excluding I-610.